

**DiABETES UK**  
KNOW DIABETES. FIGHT DIABETES.



# **BUSINESS PARTNERING MANAGER**

# WHO WE ARE

**For nearly 5 million people with diabetes in the UK, there's no day off. At Diabetes UK, we fight day in, day out for better care, treatment and support. We won't stop until diabetes can do no harm. With more people than ever living with diabetes and millions more at risk of developing type 2, our work has never been more needed.**

We can't do any of this without you. Our staff are passionate and determined about helping everyone affected by diabetes. For over 85 years, they've been behind vital policy changes, as well as new treatments and technologies to make living with diabetes easier every day. But there's more to do. And you can be part of it.

We're a really diverse bunch and we recognise and respect your value as an individual.

As well as helping people with diabetes, you'll be part of one of the top 30 Best UK Charities to Work For, and one of the top 75 Best Large Companies in London.

We're committed to protecting and promoting the welfare of children and adults at risk, and we need our staff and volunteers to support this.

**Our vision is a world where diabetes can do no harm. Join us today, and together, we can make that a reality.**





# JOB DESCRIPTION

Role title: Business Partnering Manager

Contract type: Permanent

Hours: 35 hours

Band: 3

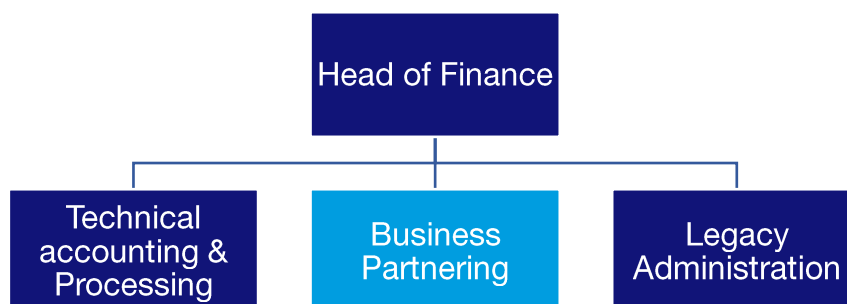
Key relationships (internal and external): Finance team, Leadership Forum, Executive Team, HR business partners

**Key focus of the role:** This role is responsible for ensuring an excellent business partnering offer across the charity by understanding organisational needs, setting standards, seeking feedback, and coaching and developing a team of five – ultimately ensuring that the charity's strategic objectives are achieved.

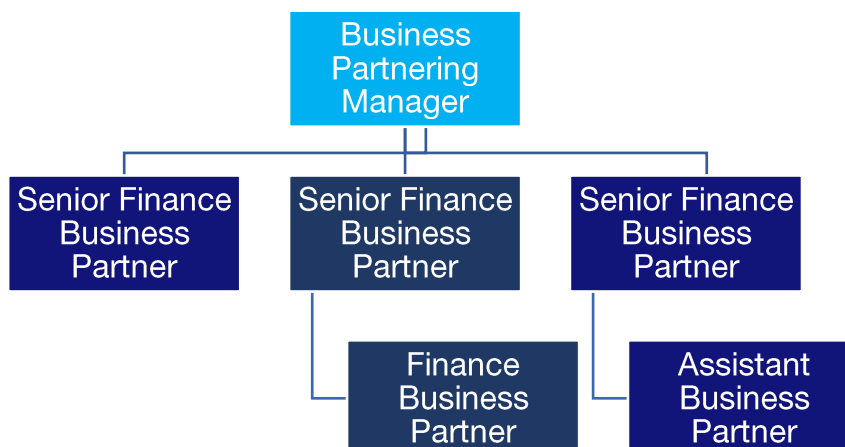
## Directorate and team

This role sits in the [Finance Team](#) in the [Corporate Services Directorate](#)

### Finance Department



## Job and reporting line



## Main responsibilities

1. Develop an in-depth understanding of the charity, its activities, and how the finance business partnering team can support the achievement of our strategic objectives.
2. Ensure that business partners have the required capabilities and skills and are motivated, supported and developed - resulting in high performance.
3. Deliver comprehensive and accurate monthly management information with detailed commentary and supporting summary pack.
4. In collaboration with the Head of Finance manage the budget & forecast process to ensure the charity has accurate & reliable financial information to inform decision making.
5. Drive the adoption of new tools for reporting, budgeting and key tasks – both within the Finance team and across the wider charity.
6. Provide strategic business partnering directly to the Research directorate and other teams as required.
7. Build financial capability and confidence across the charity helping to identify risks and opportunities and guide colleagues to reach the best financial outcomes.
8. Responsible for the Steve Morgan Foundation Research reporting and quarterly drawdowns, in collaboration with JD RF.

## Person specification

All jobs at Diabetes UK are based on our competency framework called the What-How Framework. In the following sections we've listed:

- The key activities you'll undertake (the What) and
- The skills, knowledge, experience and behaviours you need to be successful in this role (the How)

**You will be able to:**

- Develop an in-depth understanding of the charity and its activities by engaging and collaborating with colleagues, and hold a vision of how the finance business partnering team can drive strategic achievement.
- Become a trusted advisor to colleagues across the charity on senior level financial issues.
- Drive effective processes for month end reporting, budget and reforecast and year end within the business partnering team and more widely across Finance – setting and sharing clear timetables and ensuring successful delivery.
- Assess capacity in the team on an ongoing basis to ensure that workloads are sustainable, supporting the business partners to prioritise and manage expectations.

**You will have experience in:**

- Business Partnering - Being a trusted advisor of senior stakeholders in the developing & delivering of new strategies to push the charities objectives forwards whilst ensuring that the charity stays within its financial envelope.
- Managing & developing a high performing team to ensure that the business partners are motivated, supported and developed. Ensuring that business partners have the skills & capabilities to be effective in their jobs ensuring successful delivery.
- Ensuring an inclusive & supportive workplace where all colleagues can give their best.
- Seeing the bigger picture, understanding what an organisation is trying to achieve and your role within this. Spotting opportunities & risks to add value to the departments you work with and the wider organisation.

**You will have skills in:**

- Providing strategic business partnering support, being a critical friend to senior stakeholders to ensure the best outcomes are achieved for the charity. Able to move comfortably between the strategic vision and the detail below required to realise the vision.
- Forming and maintaining strong and authentic relationships across the charity to ensure that finance is embedded in decision making.
- Building financial capability and confidence across the charity to enable colleagues to reach the best financial outcomes and be self-sufficient in their management of the charities finances.
- Able to digest complex information and then to summarise it in a simple manner and adapt communications so they land with the intended audience.

**You will have knowledge:**

- Developing a clear vision of how the finance business partnering team can drive positive change, and create and deliver a plan to make this happen.
- Knowledge of the charity SORP and key financial issues for the sector.
- Using finance systems to extract useful data. Intermediate/ Advanced excel skills
- Experience with cloud finance systems, in particular Microsoft Business Central and PowerBI (desirable).

**The best person for this job will be (behaviours):**

- Be curious about the charity, what it does and what colleagues need from Finance Business Partnering to be successful in achieving our mission.
- Be approachable and open to challenge & new ideas or approaches.
- Be curious about tools or systems that could be beneficial to the team or charity for reporting, budgeting and other key tasks, and drive development and adoption of this.
- Empower their team to drive and manage change which is aligned to team or individual objectives.
- Demonstrate strong commitment to driving equality, diversity and inclusion within the finance team and more broadly across the charity.
- Be resilient in the face of adversity, able to adapt and motivate the team to deliver the best outcomes possible for the charity.
- You have excellent communication skills and are able to influence and confidently challenge others to make the best decisions for the organisation.
- You are highly organised yet can be flexible in your approach, comfortable operating in a busy environment and managing conflicting demands by prioritising the most urgent needs of the organisation.

**Qualifications/professional membership (if applicable):**

CCAB (or equivalent) accountancy qualification desirable but qualified by experience will be considered.

# benefits

We know you do more than just work. And that means you might be a parent, carer, friend, volunteer or partner.

We want to make sure that we can help you create a good balance between work and the other parts of your life.

And one way we do that is with benefit we offer you.



## Annual leave

We want you to make sure you get time off to rest and relax. So, all full-time permanent employees get 25 days off a year, with bank holidays on top of this.



## Connected working

We have adopted a 'connected working' way of working. This means that, for most roles, you are not required to work in an office location every day.



## Pension

We enrol everyone into our pension and all new colleagues joining us will get information on the pension scheme. We make an employer contribution of at least 5%.



## Healthcare

Our cash healthcare plan that allows you to claim back the cost of regular health appointments and treatment, like the dentist and optician.



## Learning and development

We help you to continually develop and achieve your career goals, including offering a wide range of training which happens throughout the year.



## Gym membership

We have a gym membership discount scheme through our cash healthcare plan provider. You can use this at a wide variety of gyms around the UK.

## Get in touch

Email [recruitment@diabetes.org.uk](mailto:recruitment@diabetes.org.uk)

Call **0345 123 2399**

Visit [diabetes.org.uk](https://diabetes.org.uk)

Search **Diabetes UK** on Facebook, Twitter, YouTube and Instagram

